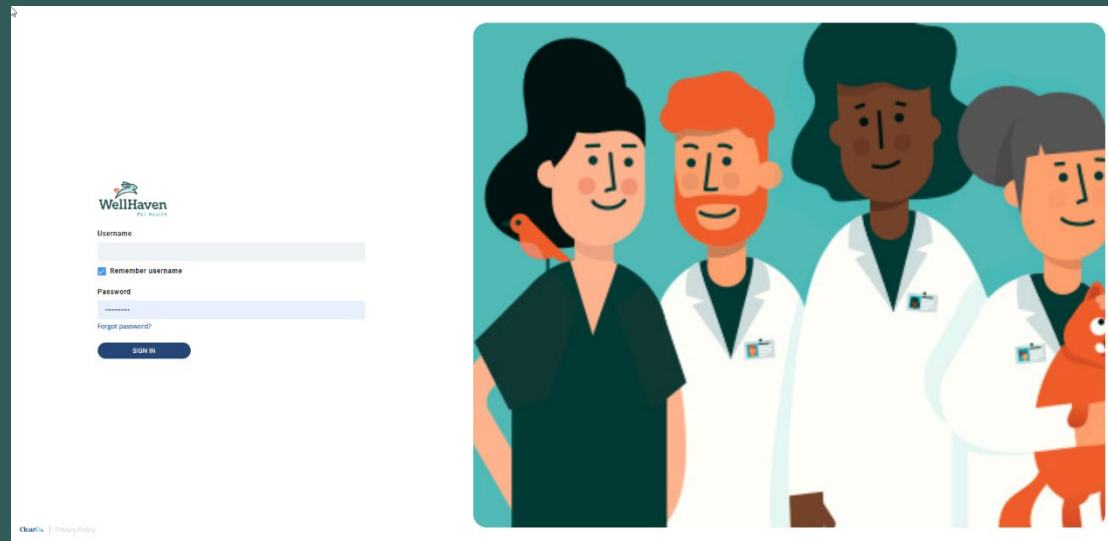




## Clear Company – Resend or Cancel an Offer



# Resend or Cancel an Offer – Instruction Guide

Step 1: To resend or cancel an Offer Letter to a Candidate, the first step is to Select **Tools** and **Recruiting**

The screenshot displays the user interface for a hiring manager. At the top, the navigation bar includes the WellHaven logo, user profile 'PH', and menu items: Me, Team, Company, Tools, and Click. A search bar for candidates is on the right. The 'Tools' dropdown menu is open, with 'Recruiting' highlighted in orange. Other options include Onboarding, Talent University, and Setup. The main content area shows a 'Tasks' section with a filter for 'Hide tasks older than 3 Mo.' and a 'Schedule' calendar for Friday, 29th, which is currently empty.

WellHaven Pet Health

Me Team Company Tools Click

Search My Candidates

PH

Dashboard Tasks Private Notes

Recruiting

Onboarding

Talent University

Setup

PH

PM PD Hiring Manager

Department  
Hospital

Office  
All About Paws

Anniversary  
No Hire Date

Fun Fact

Enter a fun fact to share about yourself!

Mission Statement

Provide a sentence or two on how the work you do contributes to the company's success.

Tasks

Hide tasks older than 3 Mo.

Schedule

SU	MO	TU	WE	TH	FR	SA
24	25	26	27	28	29	30

No Events Scheduled

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**Step 2: Click on the Requisition you are managing**

WellHaven  
Me Team Company Tools

Search My Candidates

Recruiting  
Requisitions

FILTERS My Requisitions CREATE REQUISITION

1 Total Requisitions 0 Draft 0 New Requests 0 Pending Approval 1 Open 0 On Hold 0 Rejected 0 Closed

Edit My Columns

REQUISITION	STATUS	DAYS OPEN	ACTIVE CANDIDATES	TOTAL CANDIDATES	FURTHEST WORKFLOW	HIRING MANAGER	RECRUITER	DEPARTMENT	OFFICE
General Consideration	Open, Posted	67	12	15	Hired - Onboarding (1)	PM PD Hiring Manager	HR Admin Business Partner	Human Resources	Animal Health Services

ClearCo | Privacy Policy

Please note:

The position you are offering to the candidate must be the same requisition that they are in.

The position title in the offer letter is going to “pull” the information from the requisition.

So, position offered and job requisition MUST match.

Step 3: To find the candidate you are resending or cancelling an offer, click on **Candidates**

REQUISITION

Help [Share] [Close]

### General Consideration

Human Resources (A) **Click** (Services, 1) Open

[Candidates](#) [Details](#)

1 OPENING

67 DAYS OPEN

15 CANDIDATES

4 INTERVIEWS  
7 OFFERS

3 HIRED

My Alerts

**ALL CAUGHT UP!**  
You don't have any alerts at the moment.

Candidates I'm Following

**FOLLOW THE A-PLAYERS**  
Click the "follow" link when viewing a candidate to add them here

#### Inbound Candidates Last 5 Weeks

Week Ends on Saturday [Get More Applicants](#)

#### Top Candidate Sources

Created via manual entry: 6

Obtained from public company board: 1 (highlighted in green) 3

Indeed: 2

Created by referral: 1

Powered

Step 4: Toggle to your **Candidate List** containing the New Hire you are to resend or cancel an offer. Or click the **Candidate Search Bar**

The screenshot shows a requisition dashboard for 'General Consideration' under 'Human Resources (Animal Health Services, 1)'. The dashboard includes a progress bar with stages: 15 Total Applicants, 2 New Applicants, 1 Screening, 4 Interviewing (highlighted with an orange box), 5 Offer, 3 Hired, and 0 Dispositioned. Below the progress bar is a table of candidates with columns for Bulk Actions, Grade, Candidate, Notice, Hiring Stage, Hiring Manager, and Last Action. Two candidates are listed: Elena Bauer and Misty Newton, both with 'Application Completed' status.

REQUISITION

Help

General Consideration

Human Resources (Animal Health Services, 1) Open

Candidates

Dashboard **Candidates** Details

Click

15 Total Applicants

2 New Applicants

1 Screening

4 Interviewing

5 Offer

3 Hired

0 Dispositioned

Bulk Actions

ADD CANDIDATES

<input type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input type="checkbox"/>	?	EB Elena Bauer		Application Completed	PM PD Hiring Manager	Aug 14th, 2023 (a month ago)
<input type="checkbox"/>	?	MN Misty Newton		Application Completed	PM PD Hiring Manager	Aug 8th, 2023 (2 months ago)

Step 5: Click on your **Candidate** you are resending or canceling an offer for

REQUISITION Help Share Close

### General Consideration

Human Resources (Animal Health Services, 1) Open [Candidates](#)

[Dashboard](#) **Candidates** [Details](#)

15 Total Applicants

2 New Applicants

1 Screening

4 Interviewing

5 Offer

3 Hired

0 Dispositioned

Bulk Actions ADD CANDIDATES

<input type="checkbox"/>	GRADE	CANDIDATE	NOTICE	HIRING STAGE	HIRING MANAGER	LAST ACTION
<input type="checkbox"/>	?	RJ Rick James		Observation Complete	PM PD Hiring Manager	Sep 12th, 2023 (17 days ago)
<input type="checkbox"/>	?	DS Dw <span>Click</span>	<span>Referral</span>	Observation Complete	PM PD Hiring Manager	Sep 12th, 2023 (17 days ago)
<input type="checkbox"/>	?	OL Offer Letter Test		Observation Complete	PM PD Hiring Manager	Sep 12th, 2023 (17 days ago)
<input type="checkbox"/>	A	EB Elena Bauer	<span>Internal</span>	Schedule Interview	PM PD Hiring Manager	Aug 22nd, 2023 (a month ago)

Step 6: Click Hire

REQUISITION

General Consideration  
Human Resources (Animal Health Services, 1) Open

[Candidates](#)

Dashboard **Candidates** Details

Interviewing (4) ▾

Bulk Actions ▾

- RJ** Rick James  
Observation Complete  
updated 17 days ago
- DS** Dwight Schrote  
Observation Complete  
updated 17 days ago  
**Referral**
- OL** Offer Letter Test  
Observation Complete  
updated 17 days ago
- EB** Elena Bauer  
Schedule Interview  
updated a month ago  
**Internal**

**Observation Complete** DECLINE MOVE FORWARD

**OL** Offer Letter Test [✕](#)  
General Consideration Candidate [✕](#)  
✉ [tkestler+OL@clearcompany.com](mailto:tkestler+OL@clearcompany.com)  
☆ follow

Applied 22 days ago (S) **Click**

Profile Interviews **Hire** Timeline Actions ▾

Latest Events

- Sep 12 **EB** New Workflow Observation Complete
- Sep 7 **S** New Workflow Application Incomplete
- Sep 7 **HB** Created via manual entry

Background Checks by ClearCompany

**\$150 rebate on your first 3 background checks, no credit card required!**

- Run your first check instantly with no credit card or annual contract required
- See results faster
- Manage the critical pieces of your hiring process in one place
- Automatically update candidate workflows
- Serviced and supported by ClearCompany

Notes <

Step 7: You will need to select the created Offer Letter in the Candidate's profile.

Recruiting

Dashboard Requisitions **Candidates** Search Interviews

All Candidates From All Requisitions

Total Applicants (26)

Bulk Actions

- Rick James  
Observation Complete  
updated 22 days ago
- Dwight Schrute  
Observation Complete  
updated 22 days ago  
**Referral**
- Offer Letter Test**  
Observation Complete  
updated 22 days ago
- Sally Sue  
Background Check  
updated 22 days ago
- Peyton Manning  
Hired  
updated 23 days ago
- Joe Pepitone  
Offer Accepted  
updated a month ago
- Jane Doe  
Offer Sent  
updated a month ago
- Jimmy McTester  
Offer Accepted  
updated a month ago
- Elena Bauer  
Schedule Interview

**Observation Complete** DECLINE MOVE FORWARD

**Offer Letter Test** [tkestler+OL@clearcompany.com](#)  
General Consideration Candidate  
follow

Applied a month ago (Sep 7, 2023)

Profile Interviews **Hire** Timeline Actions

**Offer Letters**

OFFER LETTER NAME	CREATED	SENT	EXPIRES	APPROVER	STATUS
Offer Letter Test	Sep 29, 2023 8:57 AM	Sep 29, 2023 8:57 AM	Oct 9, 2023 10:59 PM		Awaiting Candidate Response

**Onboarding Packets** [Create Onboarding Packet](#)

Try out our new way to create onboarding packets for one or more candidates.

or Bulk onboard candidates by selecting them on the left & choosing **Onboard** from **Bulk Actions** menu.



Step 16: Select **Resend Offer Letter** or **Cancel Offer Letter**

 **Offer Letter Test**   
General Consideration Candidate   
 follow

 [tkestler+OL@clearcompany.com](mailto:tkestler+OL@clearcompany.com)


## OFFER LETTER

**Current Status:** Sent To Candidate  
**Created Date:** 9/29/2023  
**Expiration Date:** Oct 9, 2023 10:59 PM



CANCEL OFFER LETTER

Auto Delivery Enabled

 RESEND OFFER LETTER



PRIVATE AND CONFIDENTIAL EMPLOYMENT OFFER LETTER  
NEW HIRE

9/29/2023

Offer Letter Test